

**VACANCY ANNOUNCEMENT 2003-04 (Readvertised 1/29/2004)**

**CASE ADMINISTRATOR**

**Office of the Clerk  
United States Bankruptcy Court  
District of Massachusetts**

COURT LOCATION: Worcester, Massachusetts

OPENING DATE: November 3, 2003

CLOSING DATE: Until Filled

SALARY RANGE: CL 24: \$30,219 - \$49,107  
CL 25: \$33,363 - \$54,263  
(Salary commensurate with qualifications, experience and time in grade requirements)

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**POSITION OVERVIEW:** The Clerk's Office in Worcester is seeking a Case Administrator for the Case Administration Team of Judge Joel B. Rosenthal. The Case Administrator manages the progression of bankruptcy cases by maintaining official case records in an automated system, monitoring the completion of the required procedural steps, and performing the necessary noticing, administrative and clerical tasks. Duties include making summary entries on the docket; managing cases to ensure timely progression by reviewing incoming documents to establish dates for calendaring of court hearings, examining documents to determine nature of action for appropriate follow-up, and interacting with trustees and counsel; scanning documents through an imaging system and monitoring the process; processing case conversions; preparing cases for closing; and providing non-legal information to the public. The Case Administrator reports directly to the Supervisor of the Case Administration Team.

**QUALIFICATIONS:** To qualify for this position an applicant must have at least two years of responsible administrative/clerical experience which required the regular and recurring application of clerical procedures involving the routine use of keyboard skills, the use of specialized terminology, and the demonstrated ability to apply a body of rules, regulations, directives, or laws. This experience should also include a positive customer service orientation, record-keeping, and regular use of a computer. The ability to professionally represent the Court in communications with attorneys, trustees, debtors, and the public is required. The ability to handle a large volume of work is highly desired, as are accurate data entry skills and skill in the use of automated systems. College degree and experience in bankruptcy or closely related field is strongly preferred.

**INFORMATION FOR APPLICANTS:** Please submit a cover letter and resume to: Paula Charette, Personnel Specialist, U.S. Bankruptcy Court, 1101 O'Neill Fedl. Bldg., 10 Causeway St., Boston, MA 02222; Fax #: (617) 565-8475; Email: [paula\\_s\\_charette@mab.uscourts.gov](mailto:paula_s_charette@mab.uscourts.gov)

Applicants who are non-citizens must meet the requirements for employment in the Federal Judiciary.

**EMPLOYEE BENEFITS**

- 13 days paid sick leave each year
- 13 days paid vacation per year (first three years of employment)
- 20 days paid vacation per year (after three years)
- 26 days paid vacation per year (after fifteen years)
- 10 paid holidays
- medical insurance coverage
- life insurance coverage
- long-term disability insurance
- long-term care insurance
- flexible spending accounts (pre-tax contributions for health and dependent care reimbursement)
- Federal Employees Retirement System
- Participation in Thrift Savings Program

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice.

The successful candidate for this position is subject to a full background records check and mandatory direct deposit of salary payment. The appointee is also subject to a six-month probationary period. All court employees are at-will employees, and therefore the appointee may be removed from this position at any time if, after reasonable on-the-job training, the appointee fails to perform at a satisfactory level.

The United States Bankruptcy Court is an Equal Employment Opportunity Employer